



USAID | GUYANA
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VACANCY ANNOUNCEMENT

Project Management Specialist (HIV/AIDS)

Strategic Information Officer

The USAID/Guyana Office is seeking an appropriately qualified individual to fill the position of Project Management Specialist.

Responsibilities:

Under the direct supervision of the Health Officer, the incumbent will be responsible for overall monitoring and reporting duties for the HIV/AIDS program. This will include working with implementing partners to increase their capacity to produce high quality data reports, liaising with the Office of Global AIDS Coordinator (OGAC) and United States Government Agencies, and managing all strategic information activities USAID implements.

Qualifications:

University Degree with preferences in the social sciences with major work in Public Health, Monitoring and Evaluation, HIV/AIDS, NGO Development, Strategic Planning and/or Communication, and ideally a combination of these.

Required Experience and Skills:

A minimum of five (5) to seven (7) years of progressively responsible work experience on program management and monitoring/evaluation; with at least three (3) years experience in a US Government or an international development organization and three (3) years working experience with HIV/AIDS programs. .

Incumbent must be highly conversant with the concepts and terminology of International Development and Strategic Information. A strong knowledge of Guyanese community-based and public sector organizations; historical antecedents and current organizational trends is required. Incumbent must be able to locate reference materials, research and interpret factual data and compile and present it in a concise and appropriate format.

Incumbent must demonstrate ability to develop and manage monitoring and evaluation tools for operational and program management, data collection and compilation. Must be adept in qualitative and quantitative research methods. Must be conversant with Guyana's National Response to HIV/AIDS and Evaluation plan, and hold interest in all health sector activities.

How to Apply:

Interested candidates should submit expressions of interest (including date of availability), curriculum vitae and names of two (2) references to the attention of: **USAID Health Office - Project Management Specialist, USAID/Guyana, Embassy of the United States of America, 100 Young & Duke Streets, Georgetown** no later than **May 12, 2010**.